

BUILDING USE REQUEST

COLUMBIA FALLS PUBLIC SCHOOLS

Glacier Gateway 892-6540
Ruder Elementary 892-6570
Canyon Elementary 387-5323

School District #6
P.O. Box 1259

Columbia Falls, MT 59912

District Office 892-6550
High School 892-6500
Junior High School 892-6530

Building use must first be approved through the main office of desired building as listed above.

Date: Sept 12 2016

I, Mike Cirian on behalf of the (organization) US EPA

request the use of the (building and area) Jr. High "Cafe-atorium"

on (date) Sept 29, 2016 from (time) 6:00 pm to 8:30 pm

The purpose of this use is for Public Meeting to Discuss CFAC's Listing to the NPL

We also request the use of the following equipment (e.g. tables, chairs, audio/visual, etc.)

Tables & Chairs for approximately 75 people

1. It is hereby agreed that the user(s) assume all responsibility for facilities during the time of the above activity.
2. It is also agreed that the user(s) will provide sufficient supervision, including police protection as needed and at the user's expense, to insure good order. Good order shall mean protection of property, observance of all regulations, and an absence of people wandering into parts of the building other than those actually contracted for.
3. There will be no alcoholic beverages brought into or consumed in the school buildings.
4. There will be no smoking in any school district building or on school grounds.
5. In programs and contests where the public is present, the user(s) shall be responsible for conduct and any damage resulting.
6. Buildings and/or equipment may be used only under the direct management of persons qualified to use and care for the buildings or equipment. Whenever the auditorium is used, competent help to handle lights and equipment must be approved by the building principal and/or superintendent.
7. Only basketball or tennis shoes with light colored soles may be used on gym floors. Running shoes or street footwear are forbidden.
8. ~~The user(s) also agree to provide proof of liability insurance when requested.~~ *
9. Be it further understood that School District #6 does not assume any financial responsibility for any injury or accident, lawsuit, etc., that may occur during the user's tenure of grounds or facilities.
10. It is further agreed that custodial fees to open and close facilities will be paid as prescribed by Board Policy. Any further services provided by a custodian will be billed at the overtime rate.

Organization Representative Signature: [Signature]

Mailing Address: 108 E. 9th Street, Libby MT

Phone: 406-293-6194

District Use Only

Group Classification (see Board Policy) _____

Utilization Fees (see Board Policy) \$ _____

Janitorial Fees (see Board Policy) \$ _____

_____ To Open & Close \$ _____

_____ Overtime \$ _____

_____ No Charge (Explain on back)

Other Fees: _____ \$ _____

Total Fees: _____ \$ _____

Building Principal Approval: _____

Fees Paid in Advance: _____

Date Paid: _____

Billed by Bus. Office Yes No

Date Billed: _____

Bus. Office Receipt No. _____

Date of Board Approval _____

Building Use

Coordinator: _____

1. White/Original Copy to Building Use Approval Officer
2. Yellow Copy to Maintenance Supervisor

3. Pink Copy to Principal
4. Gold Copy to Organization Representative

1/11 * The US EPA as a Federal agency is self-insured under the Federal Tort Claims Act.